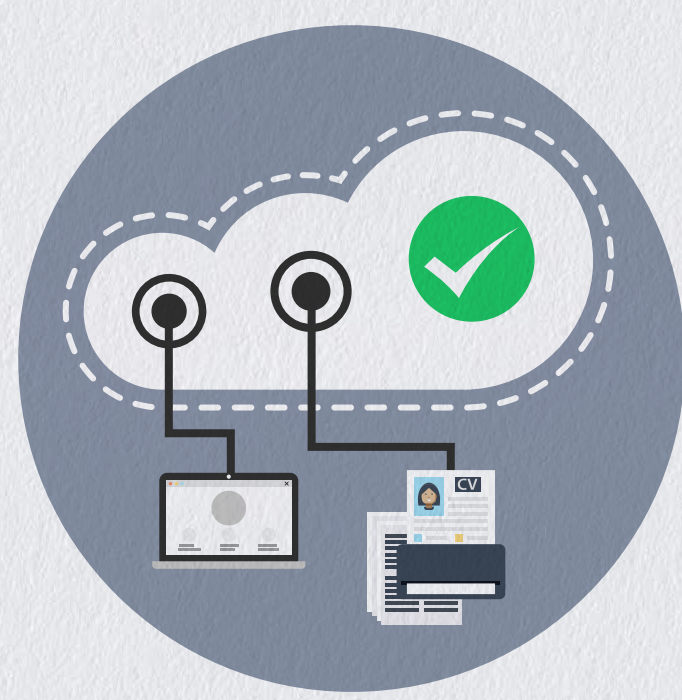


9 STEPS TO BECOMING A FOREIGN SERVICE INFORMATION MANAGEMENT SPECIALIST

STEP 1: REVIEW THE VACANCY ANNOUNCEMENT AND CONFIRM YOUR ELIGIBILITY TO APPLY

[View the Information Management Specialist \(IMS\)
Vacancy Announcement.](#)



STEP 2: SUBMIT YOUR APPLICATION

Now that you have confirmed your eligibility to apply and meet the required qualifications, the next step is to complete the online application. The application includes education and professional experience, as well as Personal Narrative questions and a Statement of Interest.

[Complete the online application and register for the
Information Management Specialist Test.](#)

STEP 3: TAKE THE INFORMATION MANAGEMENT SPECIALIST TEST (IMST)

Choose a test date and Pearson VUE test location that is convenient for you to take the IMST. You will receive your score on the same day you test. This information will also be provided to the U.S. Department of State.



STEP 4: QUALIFICATIONS EVALUATION PANEL

If your IMST results qualify, you will be asked via email to submit documentation by a specific deadline to demonstrate your educational or military qualifications. Applicants qualifying for the IMS position based on U.S. Military IT-related training or specialty should provide their DD-214 that clearly shows one of the U.S. Military branches specialty codes (MOS) or designators and specialty title, and U.S. Military training report with the title of the training. You must submit your documents by the date indicated to qualify for the Qualifications Evaluation Panel.

STEP 5: SUBMIT TRANSCRIPTS AND/OR MILITARY DOCUMENTS

Applications of candidates whose IMST results qualify and meet the minimum qualifications articulated in the Vacancy Announcement as confirmed in their emailed documents will move forward to a Qualifications Evaluation Panel (QEP) for further review. The members of the QEP are experienced Foreign Service IT professionals. Your education, skills, abilities, motivation, professional experience, and job history will be considered and evaluated in more detail.



STEP 6: TAKE THE INFORMATION MANAGEMENT SPECIALIST ASSESSMENT

Candidates whose IMST results qualified, who were referred by the QEP, and whose education and/or military service were verified, will be invited to participate in the Foreign Service Specialist Assessment process. The Foreign Service Specialist Assessment will be conducted virtually (VFSSA) over two days from a location of the candidate's choice.

The Assessment includes a case management exercise and structured interview to determine whether candidates demonstrate the **12 Dimensions** that are essential to the successful performance as an Information Management Specialist. Please note that VFSSAs are scheduled periodically throughout the year. While we communicate with applicants during the process to notify them of next steps, it could take four to six months from the IMST to the Assessment stage.

[Download](#) the Foreign Service Specialist Assessment Information Guide.



STEP 7: CLEARANCES - MEDICAL & SECURITY

All candidates must receive medical and security clearances in order to be hired and serve abroad. Visit the Career Resources Download Center for a list of forms intended for those who have received conditional offers of employment after the Specialist Assessment.



[Visit the Download Center](#)



STEP 8: SUITABILITY REVIEW PANEL

Upon completion of the background investigation, the candidate's information will go before a Suitability Review Panel to determine if they are suitable for a career in the Foreign Service.

STEP 9: REGISTER OF CLEARED CANDIDATES

Candidates who received a conditional offer of employment and who have successfully completed the previous stages will be placed on the Information Management Specialty Register, and ranked according to their overall assessment scores, including language bonuses/veterans' preference points.

